

Defense Travel System

Routing Lists



Routing Lists

- Identify the specific individuals and indicate the order for electronic processing of each trip record
- Directly related to each organization/sub-organization
- Each organization/sub-organization must have at least one default routing list



Conditional Routing

- Allows DTA to tailor the electronic routing if a specific condition exists, then an additional step is added to the routing list
 - Foreign Travel
 - Travel Modes
 - Complete list can be found in Appendix K of DTA Manual



Delegate Authority

- Any routing official at any level can personally delegate another official to sign for them
 - Delegated official is notified of document in queue
 - Delegated official must have the appropriate permission level
 - Delegation remains in force until the granting official personally removes the delegation



Stamps & Status Codes (User)



- Indicate the steps of the electronic approval process
 - **SIGNED**: Used by the traveler to initiate a document
 - **T-ENTERED**: Similar to SIGNED except used by NDEA when signing voucher claims for a traveler.
 - **REVIEWED/AUTHORIZED**: Used by ROs to indicate a document has been opened and examined for accuracy
 - **CERTIFIED**: Typically used by budget officials to indicate availability of funds



Stamps & Status Codes (User)



- **APPROVED:** Must be used for each document type to indicate the document has been approved for final processing.
- **RETURNED:** Used by various ROs to send a document back to whomever assigned the SIGNED stamp.
- **CANCELLED:** Used by various ROs to terminate the routing of a document in process or reverse the previous approval of a given travel authorization.



Sample Routing List

Doc Type	Doc Status	Signature Name	Level	Process Name
AUTH	CTO SUBMIT	CTO SUBMIT	3	BYPASS PNR
AUTH	CTO BOOKED	CTO BOOKED	4	BYPASS PNR
AUTH	REVIEWED	SALLY JONES	10	
AUTH	REVIEWED	HARRY SMITH	10	
AUTH	APPROVED	JIM COYLE	25	
AUTH	APPROVED	MARY GREEN	25	
LVCH	REVIEWED	HARRY SMITH	10	
LVCH	APPROVED	JIM COYLE	25	
LVCH	APPROVED	MARY GREEN	25	
VCH	REVIEWED	HARRY SMITH	10	
VCH	APPROVED	JIM COYLE	25	
VCH	APPROVED	MARY GREEN	25	

Status Codes (System)

- System generated status codes typically used to indicate specific events in electronic processing of documents
 - **CREATED:** System generated at the time a new document is opened. Indicates a document that is being completed, but has not been signed.
 - **CTO SUBMIT/CTO BOOKED:** Mandatory for all routing of authorizations that use the reservation module. Indicates action by the CTO



Status Codes (System)

- **AUTH 24 HOUR PASS:** Generated by the payment module to indicate that 24 hours have passed since the obligation was submitted to the DADS
- **AUDIT PASS/AUDIT FAIL:** Identifies that the document has either passed or failed Payment Module edit. Causes DTS to generate email to the traveler.
- **PAY LINK:** Identifies that the electronic processing module has copied a document from the DTS database to the payment module database
- **PAYMENT SUBMIT:** Identifies that the payment module created a UDF and placed in in a directory to be swept by the DEBX



Status Codes (System)

- **PAID:** Generated when a payment remittance notice transaction generated in the DADS is received from the DEBX.
- **REJECT:** Generated when a reject notice transaction generated in the DADS is received from the DEBX
- **ARCHIVE SUBMITTED:** Generated when a trip record is sent to archive
- **ARCHIVE ACCEPTED:** Generated when the document is accepted at the archive



Status Codes (System)

- **ARCHIVE REJECTED/ARCHIVE READY:** Identifies the portion of a trip that has been rejected/accepted.



Online Demonstration & Practical Exercise

